

City of Whittier, Alaska

Request for Proposals Professional Services

Head of Passage Canal Site Survey

The City of Whittier, Alaska is requesting proposals to perform an uplands and bathymetric site survey to facilitate the future development of harbor, industrial, commercial, residential and/or open space / recreational improvements at the head of Passage Canal. Proposals from qualified firms will be received **at the Office of the City Clerk, City of Whittier, first floor of the Begich Towers, Whittier, Alaska until 3:00 P.M. Thursday, September 11, 2008.** For further information, please go to the City's website at www.whittieralaska.gov or contact the City Manager at citymanager@whittieralaska.gov

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City of Whittier, Alaska

**Request for Proposals
Professional Services**

Head of Passage Canal Site Survey

Proposals to provide professional services related to the Head of Passage Canal Site Survey will be received **at the Office of the City Clerk, City of Whittier, first floor of the Begich Towers, Whittier, Alaska until 3:00 P.M. Thursday, September 11, 2008.** The time of receipt will be determined by the City Clerk's time stamp. Proposals received after time fixed for the receipt of the proposals will not be considered.

For Proposal and Evaluation Criteria contact:

City Clerk
City of Whittier
P.O. Box 608
Whittier, AK 99693
907-472-2327 ph
907-472-2404 fax

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform an uplands and bathymetric site survey to facilitate the future development of harbor, industrial, commercial, residential and/or open space / recreational improvements at the head of Passage Canal, in Whittier, Alaska.

Please direct all questions regarding this project to:

Mark Earnest, City Manager
City of Whittier
P.O. Box 608
Whittier, AK 99693
Phone: 907-472-2327
Fax: 907-472-2472

The City of Whittier reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.

Dated this ____ day of _____, 2008.

CITY OF WHITTIER

Mark Earnest, City Manager

REQUEST FOR PROPOSALS

By the City of Whittier, Alaska

Head of Passage Canal Site Survey

The City of Whittier, Alaska (City) is requesting proposals from qualified firms for the project described herein. The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities and assets to perform an uplands and bathymetric site survey to facilitate the future development of harbor, industrial, commercial, residential and/or open space / recreational improvements at the head of Passage Canal, in Whittier, Alaska.

The following subjects are discussed in this RFP to assist you in preparing your proposal.

- I. Introduction
- II. Background
- III. Scope of Services
- IV. General Requirements
- V. Proposal Format and Content
- VI. Selection Process and Evaluation Criteria
- VII. Project Schedule
- VIII. Project Location Map

I. INTRODUCTION

The City is seeking proposals from professional land surveying firms to perform a site survey, including bathymetry of the adjacent waters (hereinafter referred to as "Survey") to facilitate the future development of an area encompassing the westernmost portion of Passage Canal and adjacent uplands in Whittier, Alaska (see Exhibit 1, Location Map). The project area consists of approximately 105.057 acres of Alaska Railroad Corporation (ARRC) lands leased and managed by the City at the head of Passage Canal, also known as "Head of the Bay" or "West Camp".

The purpose of the Survey is to provide a detailed baseline for future development of the project area that best reflects the interests of the City, in consultation with the ARRC. City staff and other resources will be provided to assist to the greatest degree practicable and should be considered as a significant resource available to the consultant.

The City has the funding in place to perform the scope of services contained in this RFP. Funding for this project is provided through the following sources: (1) a grant through the U.S. Department of Commerce, Economic Development Administration (EDA); (2) State of Alaska Legislative Appropriation; and (3) City of Whittier. **All Proposers should become thoroughly familiar with a publication titled "Requirements for Approved Construction Projects" by the U.S. Department of Commerce prior to responding to this RFP. This document is available from the offices of the EDA in Anchorage, Alaska.**

In particular, those performing services awarded through this RFP ("Consultant") shall, in the performance of their services, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which Owner may choose to utilize to perform work under this Agreement, and shall comply with all applicable standards, orders or requirements issued under the Clean Air Act (42 USC 7401, et seq.), including section 306 thereof, Executive Order 11738 and applicable EPA regulations 40 CFR Part 15 (violations thereof shall be reported to the U.S. Environmental Protection Agency, Assistant Administrator for Enforcement) and the Federal Water Pollution Control Act (33 USC 1251, et seq.), Executive Order 11990, Executive Order 11988, the Water Resources Council's Flood plain Management Guidelines, the Endangered Species Act, the Natural Historic Preservation Act of 1966 as supplemented by 36 CFR Part 800 and Executive Order 11593, the Architectural Barriers Act of 1968, as implemented by General Services regulations 41 CFR 101-19.6, and Section 504 of the Rehabilitation Act of 1973 as implemented by 7 CFR Parts 15 and 15b, the Safe Drinking Water Act (Pub. L. 93-523), the Energy Policy and Conservation Act, Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60), the Copeland Anti-Kickback Act (18 USC 874), as supplemented in Department of Labor regulations (29 CFR Part 3)- the Copeland Anti-Kickback Act provides that each Contractor shall be prohibited from inducing, by any means, any person in connection with the construction to give up any part of the compensation to which the person is otherwise entitled; the Restrictions on Lobbying (Public Law 101-121, section 319) as supplemented by Department of Agriculture regulations (7 CFR part 3018)- the Restrictions on Lobbying Law applies to the recipients of contracts and subcontracts that exceed \$100,000 at any tier under a Federal loan that exceeds \$150,000 or a Federal grant that exceeds \$100,000; if applicable, the Consultant must complete a certification form on lobbying activities related to a specific Federal loan or grant that is a funding source for this Contract- the certification and disclosure forms shall be provided by the Owner; the Davis-Bacon Act (40 USC 276a to a-7), as supplemented by Department of Labor regulations (29 CFR Part 5), Section 102 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330), as supplemented by Department of Labor regulations (29 CFR Part 5), applicable requirements of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C. 4821 et seq.), and the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.), if any, and all Federal statutes relating to non-discrimination. These include but are not limited to:

- a. Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color, or national origin;
- b. Section 112 of PL 92-45 and Title IX of the Education Amendments of 1972, as amended (20 USC 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
- c. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) which prohibits discrimination on the basis of handicaps;

- d. The Age Discrimination Act of 1975, as amended (42 USC 6101-6107) which prohibits discrimination because of age;
- e. The Drug Abuse Office and Treatment Act of 1972 (PL 93-255), as amended, relating to non-discrimination on the basis of drug abuse;
- f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism;
- g. Sections 523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- h. Title VII of the Civil Rights Act of 1968 (42 USC 3601, et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing;
- i. Any other non-discriminatory provisions in the specific statute(s) under which the application for Federal assistance is being made; and
- j. The requirements of any other non-discrimination statute(s) which may apply.

II. BACKGROUND

Located in western Prince William Sound, Whittier is host to one of the most dramatic and picturesque settings in Alaska. Surrounded on three sides by glacier-bearing mountains and fronted by Passage Canal fjord, Whittier is a community of 176 year-round residents in the Chugach National Forest that is host to more than 750,000 visitors annually. The area is relatively undeveloped and ideally suited for seasonal recreational and commercial activities and other development.

As noted above, the project area encompasses approximately 105 acres that is owned by the ARRC and managed by the City through a long term lease. It is located near the eastern end of the Anton Anderson Memorial Tunnel which provides road and rail access to the National Highway System and Southcentral Alaska population centers including Anchorage, the Matanuska-Susitna and Kenai Peninsula Boroughs.

By entering into the Lease in 1998, the ARRC recognized that having essentially all of the developable land in the City under a single management regime will “enhance development of the Premises and the adjacent City-owned land (including tidelands), thereby generating needed lease revenues, and enable the City to tailor its long-term needs to its unique requirements.” Provided that the City complies with the terms and conditions of the Lease, it shall have the right to sublease the premises, or a portion thereof, for development purposes without specific approval from the ARRC.

The Survey is intended to support the combined elements of the Whittier Comprehensive Plan to address the long-term development needs of Whittier’s commercial fishing, multimodal transportation, visitor industries, as well as improved transportation and other services. The proposed investment supports a regional economic development and harbor enhancement initiative that will address immediate and future commercial and recreational boating needs, boost private sector investments,

and serve as a catalyst for ongoing and future transportation infrastructure improvements. Future infrastructure improvements may include roads, bridges, water and sewer extensions, and other improvements needed to support feasible, sustainable, and market-based economic and community development.

The EDA investment is aimed at capitalizing on the region's competitive strengths and will result in an increased number of jobs, increased tax and lease income revenue, and increased private sector investment. Future construction funds will likely come from a variety of federal, state, and local government sources, as well as private investments. In addition to the EDA, prospective grant funding opportunities include the Economic Development Initiative, Alaska Department of Environmental Conservation, Alaska State Legislature, Denali Commission, among others.

III. SCOPE OF SERVICES

The City is requesting proposals from qualified professional land surveying firms to perform a site survey of an area encompassing approximately 105.057 acres of Alaska Railroad Corporation (ARRC) lands managed by the City at the head of Passage Canal (see Exhibit 1, Location Map) and bathymetric survey of the adjacent waters. This non-construction EDA investment will facilitate small boat harbor, residential, commercial, industrial, and/or open space / recreational development opportunities in Whittier. The Survey will in part serve to as a basis for future engineering design work and permitting (it should be noted that design and permitting are not included in this scope of work) and support the requirements of the following: (1) a "Management Plan" as identified in the Ground Lease and Management Agreement (Lease) between the ARRC and the City that allows the City to develop and manage the property; and (2) Sections 17.16.080-220 of the Whittier Municipal Code (WMC) for designating the study area as a Planned Unit Development (PUD).

The City will make available copies of existing available survey data, but additional survey information will be required. Survey information to be obtained includes: (1) existing HOPC bathymetry; (2) existing uplands topography in the proposed development area and the excavation/dredged material stockpile area, (3) shoreline surveys, and (4) survey of all utilities in the area that may require abandonment prior to construction, relocation, or which would be tied in to the new development (e.g. electrical supply, fresh water supply, etc.). It is important that the survey work be tied to quality horizontal and vertical control monuments. Construction surveying is not included.

The end product of the survey task would consist of a 1-ft contour interval topographic / bathymetric map, showing the MLLW and MHW shorelines, all survey and boundary monuments, existing structures, utilities, drainage features, geotechnical test holes, roads, trails, streams, tree lines, etc. on the project site. This map serves as the base map for the detailed project design and project permitting.

IV. GENERAL REQUIREMENTS

The following information is presented as a guideline for the preparation of the proposals:

- a. To achieve a uniform review process and obtain the maximum degree of comparability, all proposals are required to be organized in the manner

specified below. Proposals that do not address all of the items in this section may be considered incomplete and may be deemed non-responsive by the City. Interested firms shall submit one original and three copies of the completed proposal in an opaque envelope clearly marked on the outside as follows:

Head of Passage Canal Site Survey

PROPOSAL DATED: _____, 2008

- b. The Proposals shall be addressed to:

City of Whittier
P.O. Box 608
Whittier, AK 99693

Proposals must be received at the Office of the City Clerk not later than 3:00 P.M. local time, Thursday, September 11, 2008.

- c. Mark Earnest, City Manager, 907-472-2327, is the sole point of contact for all issues pertaining to this procurement. No oral interpretations concerning this RFP will be made to any person. Requests for interpretation must be made in writing and delivered or sent by fax to the City at least five days before the submittal date.

V. PROPOSAL FORMAT AND CONTENT

Proposals shall consist of the following:

1. Title page (one page maximum) – At a minimum, the title page shall show the RFP Number and title of the project being proposed; the firm name; address; name of contact individual and contact information such as telephone and facsimile numbers and e-mail address; and date of proposal.
2. Transmittal Letter (one page maximum) – The transmittal letter shall identify the project for which the proposal has been prepared; briefly state your firm's understanding of the services to be provided; the level of commitment to provide the services specified and the timeframes; and provide the name, title, address, and contact information of the person(s) authorized to make representations for your firm. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm. An affirmative statement should be included that the firm and all assigned professional staff and subconsultants, if any, are properly registered and/or licensed to practice in Alaska.
3. Table of Contents (one page maximum) – Clearly identify the proposal contents by section and page number.
4. Proposal Narrative (six pages maximum) – The proposal narrative shall provide the following information:

- A. Project understanding and approach – This section shall outline your team's approach to assuring the successful completion of the project. At a minimum, it should address the following:
 - i. project objectives appropriate to the proposed scope of services and schedule
 - ii. your understanding of the potential issues that may affect successful completion
 - iii. specific approach methodology to assure effective budget utilization
- B. Proposed project manager – This section shall identify the proposed project manager and at a minimum address the following:
 - i. general qualifications to perform this assignment
 - ii. the project manager's experience on similar economic development and/or land management plans, including small boat harbor projects, in Alaska
 - iii. experience on Whittier projects
- C. Proposed project team – This section shall present the professionals who will actively participate in technical project activities and at a minimum address the following:
 - i. proposed project assignment and qualifications
 - ii. the team's experience with similar projects and with other team members
 - iii. experience on Whittier projects
 - iv. how subcontractors, if any, are expected to be used
- D. Firm resources and experience – At a minimum, address the following:
 - i. size, resources, and business history
 - ii. the firm's experience with economic development and/or land management plans, including small boat harbor projects, in Alaska
 - iii. expected use and management of subcontractors, if any, for this project
- 5. References and resumes – List the names, titles, and contact information of at least three clients who obtained similar services from your firm. The projects managed by the proposed project manager should also be referenced. The services provided should be described and the project manager listed. Please also include a resume for each proposed project team member.

VI. SELECTION PROCESS AND EVALUATION CRITERIA

A selection committee will evaluate the proposals and make a recommendation to the City Manager. Evaluators may discuss factual knowledge of and may investigate proposer's and subcontractor's prior work experience and performance, including projects not referenced in the proposal, available written evaluations and may contact listed references or other persons knowledgeable of a Proposer's and/or subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules, and any other relevant issues, may be addressed during the evaluation.

Submittals will be evaluated and scored in accordance with the following criteria:

| | | | |
|---------------|------------------------------------|-----|--------|
| A. | Project Understanding and Approach | 25 | points |
| B. | Proposed Project Manager | 15 | points |
| C. | Proposed Project Team | 10 | points |
| D. | Resources and Experience | 35 | points |
| E. | References | 15 | points |
| Maximum Score | | 100 | points |

The City of Whittier reserves the right to:

- Accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria.
- Request oral presentations and/or interviews at any time prior to the award of any contract resulting from this RFP or additional information or clarifications from Proposers or, at the City's discretion, to allow corrections of errors or omissions, where it is in the best interest of the City.
- Award the contract to the highest ranked firm without further discussion solely on the basis of written proposals or reject any and all proposals if the City Manager determines that it is in the best interest of the City to do so.

All materials submitted in response to this RFP will become the property of the City. The City reserves the right to use any ideas in a proposal regardless whether that proposal is selected.

Proposers are directed to not include any discussion or estimate of professional fees, hours to perform specific work tasks in response to this RFP. However, Proposers shall submit a current fee schedule showing proposed hourly rates of all personnel anticipated to work on the Project. It is the City's intent to negotiate a time and materials (T&M) basis with a not-to-exceed fee for the work with the successful Consultant. This fee shall include all research, coordination and mobilization for the field survey, field survey activities, data processing and preparation of complete survey maps, survey equipment rental, and field expenses, including but not limited to travel, weather delays and survey boat rental in Whittier. Proposers are advised that weather delays are a real possibility in performing the survey work, particularly bathymetric surveys. A vessel suitable for performing hydrographic surveys will need to be provided by the Consultant to complete

offshore survey work. There are local businesses in Whittier than can provide this service.

VII. PROJECT SCHEDULE

The City and Consultant will negotiate a project schedule based on the general guidelines described in this RFP; however, all fieldwork including the bathymetric work must be completed in 2008.